

**South Central Louisiana Human Services Authority**  
**Board Meeting Minutes**  
**January 9, 2014**

**Members Present:** Lisa Matherne (Lafourche), Viola Daigle (Lafourche), Karen Lentini (St. Charles), Ridgely Mitchell (St. James), Lynne Farlough (St. John), Lars Levy (St. Mary) and Gordon Landry (Terrebonne).

**Members Absent:** James Carter (Assumption)

**Guest in attendance:** Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (CFO), Marian Palmisano (Secretary), Wesley Cagle (DD Program Director), Eldred Smith (IT Director), Stephany Hillman (Clinical Director) and Misty Hebert (Asst. Clinical Director).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairperson Viola Daigle at 6:10 p.m.
Opening Prayer & Pledge of Allegiance	Mrs. Karen Lentini led the prayer and Mr. Gordon Landry led the Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present.
Approval of Minutes	Minutes from the December 12, 2013 meeting were reviewed. Mrs. Lisa Matherne motioned to approve the minutes, seconded by Mrs. Karen Lentini, motion carried and minutes were approved.
Board Issues	<p><u>Welcome to New Board Members:</u> Jerry Carter, Assumption Parish, was not in attendance of the meeting.</p> <p><u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</p> <p><u>Annual Board Member Survey:</u> Board Members were reminded to complete and mail in the Annual Board Member Survey.</p> <ul style="list-style-type: none"> <li>• Chairperson Viola Daigle read the email received from Donna Cobb notifying Mrs. Daigle of her resignation as a Board Member due to health reasons. Mrs. Schilling will send a letter to Terrebonne Parish President/Council to seek/approve a new appointment for the open position on the Board representing Terrebonne Parish.</li> </ul>
Executive Director Report:	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> <li>• <u>Response to Violence in Communities:</u> Mrs. L. Schilling reported she met with Stephany Hillman, Clinical Director; Misty Hebert, Asst. Clinical Director; and Bernadette Fields, to discuss/review the avenues to be more proactive to individuals providing domestic violence and anger management services to clients in the SCLHSA catchment area. Misty Hebert gave a brief update of services available and reviewed the Marketing Plan for SCLHSA Clinical Services to Judges/First Responders.</li> <li>• Mrs. Schilling reported after the recent tragedy in Lafourche Parish, St. Ann Ochsner Medical Center in Raceland was contacted to offer services to assist with staff debriefing. Karen Schilling was contacted by Terrebonne General Medical Center and assisted with staff debriefing at their location. Stephany Hillman met with staff at Lafourche Treatment Center and necessary precautions were taken due to the close proximity of the St. Ann Ochsner Medical Center for safety of staff and clients. A Root Cause Analysis was done and the outcome will be reported to the Board.</li> <li>• <u>Legislative Canvassing:</u> Mrs. L. Schilling reported that meetings with Legislators will be scheduled in early February to discuss issues before the upcoming Legislative Session to protect the budget. Collaborative Meetings will be held with Metropolitan HSA and Jefferson HSD and Legislators in Jefferson, Orleans and St. Bernard Parishes to discuss how they can support us.</li> <li>• <u>Environmental Services Project Log:</u> Mrs. L. Schilling discussed the updated Environmental Services Project Log and noted the projects that were completed and those slated for the upcoming year.</li> <li>• <u>Mission/Vision Statements Revisions to include Primary Care:</u> Mrs. L. Schilling reviewed the revisions to the Mission/Vision Statements to include Primary Care. A motion to accept the revisions by Mrs. Lisa Matherne, seconded by Mrs. Karen Lentini, motion carried.</li> </ul>

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> <li>• <u>Executive Director ENDS Statement</u>: Mrs. L. Schilling asked for Board approval to present the ED ENDS Statement in March during the next ED Evaluation Process. All Board Members were in agreement.</li> <li>• Mrs. L. Schilling reviewed the SCLHSA Accomplishments for 2013.</li> </ul> <p><u>Financial Report</u> – Janelle Folve</p> <ul style="list-style-type: none"> <li>• <u>Monthly Budget Summary</u>: Mrs. Folve reviewed the Budget Analysis for FY 14 including projected revenues/expenditures as of 12/31/2013 and the expenditure spreadsheet reflecting monthly totals.</li> <li>• <u>Magellan Webcheck Report</u>: Reviewed the FY 14 Magellan Webchecks Summary Spreadsheet reflecting collections and projection beginning March 2012 to September 2013 as of 11/20/2013.</li> <li>• Motion to approve the FY 14 December Budget Analysis and the FY 14 Magellan Webchecks Summary Spreadsheet beginning March 2012 to September 2013 by Mrs. Lisa Matherne, seconded by Mrs. Lynne Farlough, motion carried.</li> <li>• <u>FY 2013-2014 Self-Generated Revenue</u>: Reviewed the FY 2013-2014 Self-Generated Revenue reflecting collections as of 12/31/2013 including Projected Collections for FY 2014.</li> </ul> <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> <li>• <u>Accessibility Plan FY 13-14</u>: Mrs. Bonner reviewed the Accessibility Work Plan for FY13-14 based on client perspective.</li> <li>• <u>Cultural Competency Plan FY 13-14</u>: Mrs. Bonner reviewed the Cultural Competency and Diversity Work Plan for FY 13-14 based on client perspective. Mrs. Bonner noted that the Committee meets every 6 months to update action items.</li> <li>• <u>CARF Activities to be Conducted</u>: Mrs. Bonner reviewed the CARF Activities to be Conducted spreadsheet and noted these activities are conducted annually to remain in compliance with CARF requirements.</li> <li>• Mrs. Bonner reported SCLHSA will be submitting CARF Reaccreditation documents by May 31, 2014 for Reaccreditation Review due in November 2014.</li> <li>• Mrs. Bonner reported new programs and services are being researched for CARF Accreditation.</li> </ul> <p><u>Clinical Services Update</u>: Dr. Stephany Hillman</p> <ul style="list-style-type: none"> <li>• <u>Call Line Services</u>: Dr. Hillman gave a brief update of the Call Line Services SCLHSA will be taking over in house. 25 staff members are interested in providing Call Line Services. March 2014 is the target date for internal control of the services.</li> <li>• <u>Mobile Unit Deployment</u>: Dr. Hillman gave a brief update of the Mobile Unit Deployment. Currently seeking a CDL certified driver and the possibility of contracting on deployment basis.</li> </ul> <p><u>DD Report</u>: Wes Cagle</p> <ul style="list-style-type: none"> <li>• All Flexible Family Funds slots are filled (131).</li> <li>• On track to utilize all of Individual and Family Supports Funds for FY 14.</li> <li>• Dawn Auvil, Doris Dudley and Wes Cagle are involved in Central Office workgroups including the Request for Services Registry (RFSR), Single Point of Entry (SPOE), Lifespan Planning, Transformation Services, and the latest workgroup, Orientation to Services. DD Staff continues to work through systems transformation with managed care.</li> <li>• Currently reviewing agreements/contracts with consumers utilizing Individual and Family Support.</li> <li>• OCDD is proposing an MOU for ICF-DD (Intermediate Care Facility) as they did with the Pre-Admission Screening Support Review (PASRR).</li> </ul>

Executive Director Report (cont'd)	<p><u>Information Technology:</u> Eldred Smith</p> <ul style="list-style-type: none"> <li>• <u>Migration Update:</u> Mr. Smith gave a brief update and reviewed cost of the SCLHSA Data Migration Project Plan. Currently upgrading work stations and working on back-up servers.</li> <li>• Mrs. L. Schilling commended Mrs. Smith and the IT Staff for their work with the transition thus far.</li> </ul>
Old Business	None
New Business	None
Views and Comments by the Public	None
Consideration of Other Matters	Chairperson Daigle stated the next board meeting will be held on Thursday, February 13, 2014 at 6:00pm, location TBA.
Adjournment	Motion to adjourn by Mrs. Lisa Matherne, seconded by Mrs. Karen Lentini, motion carried. Meeting adjourned at 7:35pm.